

**POLSON RURAL FIRE DISTRICT  
BOARD MEETING MINUTES**

**Fairgrounds Fire Station No. 1**

**January 15, 2020**

**6:00 p.m.**

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

**Board trustees present:** Fred Nelson, John Doty, Ron Roberts, R. Jack Clapp.

**Board trustee absent:** Dick Wunderlich.

**Staff:** Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

**Guests/Visitors:** Kelly Gieser, Alison Meslin, Una Rose Graham, Jeff Veach, Chair Volunteer Membership, Matt Dougherty, Cole Blackwell, Blackwell Enterprises.

**Call to Order** – {00:17} Chair Nelson called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. Attendance was entered into the minutes.

**Minutes December 18, 2019** {00:44} – **Trustee Roberts motion to approve December 18, 2019 minutes. Trustee Doty second.** Public comment: None. **Motion passed unanimously by voice vote.**

**Communications** {01:26} – Pastor Engbretson, West Shore Community Church sends best wishes for the New Year. Pastor Engbretson suggested the West Shore Community Church issue a \$600 check for annual rent at the Big Arm Fire Station. The rent is \$50 per month January 1 through December 31, 2020. Prior payments were issued quarterly at \$150. Bonnie questioned the advanced payment if the Sunday church service cease. Pastor Engbretson commented the payment would then be considered a donation. Bonnie suggested the board review the payment if the church no longer utilizes the Big Arm Fire Station.

**Claims** {03:03} – Chair Nelson reported two batches of invoices comprise the December, 2019 claims. Checks were issued January 9<sup>th</sup> to avoid late charges. The second batch is approved this evening. **Trustee Doty motion to pay claims. Trustee Clapp second.** Alison Meslin questioned Stock Manufacturing claim \$1,054.77 telescope chutes for Wt-326. Chief Gieser installed 2 new stainless steel rear dump chute extensions. The extensions were \$500 each with unlimited lifespan. Alison thanked Chief Gieser for the information. **Motion passed unanimously by voice vote.**

**TREASURY REPORT FOR MONTH ENDING DECEMBER 31, 2019** {06:35} – Lake County Treasurer reports are balanced and current at December 31, 2019

FUND # 7245 Operating Fund . . . . .	\$ 112,968.28
FUND # 7244 Voted Levy (5 mills with sunset) . . . . .	\$ 92,520.56
FUND # 7246 Capital Improvement Fund . . . . .	\$ 8,352.45
FUND # 7243 Voted Levy Operating Fund (transition fund) . . . . .	\$ 18.25

Check numbers 7346 - 7351, both inclusive	\$ 1,601.37
Represents December, 2019 interim claims	
Submitted for payment January 09, 2020	

576790

Check numbers 7352 - 7364, both inclusive \$ 2,603.78

Represents December, 2019 claims

Approved January 15, 2020

Public Safety:

Fire Chief payroll December 6, 20, 2019 (gross) \$2,923.08

Employer expense match SS & Medicare \$ 258.92

Quick books processing fee \$ 3.50

Revenue A-101 Fund #7245 Operating

12/13/19 Receipt #A101-114342 SOM ACH

HB124 2<sup>nd</sup> quarter allocation \$1,098.58

12/20/19 Receipt #A101-114419

SOM DNRC ACH \$2,500.00

Fire Capacity Grant

12/23/19 Receipt #A101-114444

West Shore Community Church Check #21701

Utility stipend Big Arm Station July – December, 2019 \$300.00

Annual Financial Report FY 2019 Chair Nelson signed and mailed December 23, 2019.

Revenue \$260,599.48

Expenditures \$267,863.58

Debt service expense \$ 8,726.20 Chief's vehicle

Fixed assets

Buildings \$ 345,813.

Machinery \$1,147,676.

Total fixed assets \$1,493,489.

Revenue less that \$750,000 no filing fee or audit required.

Davis & Brown, CPAs

Engagement letter for services provided for period ending December 31, 2020. Estimated cost \$850 to \$950 for payroll. Associated cost \$7.00 for each 1099 processed, \$10.00 misc. out of pocket, \$60-\$70 for annual worker's comp report. If significant additional time is required Davis & Brown will discuss it with the district. Board Chair to sign the engagement letter and return. Trustee Clapp questioned the estimated cost. Bonnie indicated the payroll is processed by-weekly (26 pay periods annually) with E-file and quarterly reports. **Trustee Clapp motion Chair Nelson sign the engagement letter with Davis & Brown, CPAs. Trustee Doty second. Public comment: None. Motion passed unanimously by voice vote. Chair Nelson thanked Bonnie for the report.**

**CHIEF'S REPORT** -{14:47} Chief Gieser reported December, 2019 activity.

Response: 1). Smoke sighting Turtle Lake Road and Wall Street; 2). Vehicle accident Meadow Road and Highway 93; 3). Vehicle vs deer Highway 35 and Turtle Lake Road; 4). Vehicle vs deer Highway 35 and Turtle Lake Road; 5). Chimney fire 39252 Lakeview Drive; 6). Vehicle accident 33214 Bisson Lane; 7). Vehicle rollover 36030 Highway 93; 8). Vehicle rollover 33488 Hellroaring Road; 9). Vehicle accident MM 71 Highway 93; 10). Slash burn 44539 Running Horse Lane;

11). Structure fire 36700 North Reservoir Road; 12). Fire alarm 42884 Poplar Lane; 13). Lift assist 38956 Kings Point Road; 14). Vehicle vs deer MM 65.5 Highway 93; 15). Vehicle accident 35949 Memory Lane; 16). Ambulance assist 37574 Turtle Lake Road.

## Administration:

Prepare Nfirs report for Reservoir Road Incident  
Re-Register Sams award account  
211 calls for 2019

## Repair & Maintenance:

WT-326 replace and repair rear newton dump chute, change oil and filter, lube chassis, replace P/S compartment door rub rail, check front hub bearing lube, replace air filter.

Trustee Roberts questioned the fire wall at the Reservoir Road storage unit response. A fire wall is in place, although there is no code on the fire wall material.

Public comment: None. **Chair Nelson thanked Chief Gieser for the report.**

**MEMBERSHIP REPORT {23:20}** – Jeff Veach, Chair Volunteer Membership reported pocket cards will be printed with general information for the public. The information will relate to season burn dates, website access, location to apply for permits, and additional pertinent information. Membership purchased three stop-slow signs for directing traffic at Station 2. Seven additional signs will be purchased for Station 1. Signs will be placed in each truck for directing traffic at the response scene. The finance and budget committee met January 14. The agenda included dress uniform inventory, and the new extractor washing machine at Station 1 is in service, Training - communications January 14, SCBA training January 21. Division of Fire schedule includes refresher course and basic wildland training. Winter training is scheduled at 6:30 p.m. Matt Dougherty purchased and donated two 60 volt saws for Station 1 and 2. The donations from the appeal letter to date is \$27,161; the expenses for stationery and postage was approximately \$2,400. Last year the donations totaled approximately \$29,700. The donations this year will likely exceed last year's donations. A dedicated crew prepared the letters for mailing. Chief Gieser thanked Jeff for the report and Matt for the purchase and donation of the saws. Chair Nelson and the board thanked Matt for all the donation over the years and interest in the fire department. Matt commented the donations enhance the safety of the volunteers. Chair Nelson thanked Jeff for the report.

## Old Business:

**UPDATE ON STATION NO. 4 36300 CAFFREY ROAD {29:40}** – Chief Gieser reported a few invoice irregularities were reported. He contacted Cole Blackwell, contractor for Station No. 4 to attend the board meeting and provide an update regarding the invoices and the construction progress. An invoice for the on site port-a-let, Glacier Lake Sand & Gravel, and insulation providers was received. Cole handed a check to Una Rose Graham for the port-a-let service. Cole confirmed the steel building kit was paid. Invoice documentation for end of project was presented. Cole indicated the insulation payment claim has an incorrect delivery date and amount is not correct. The invoice in question is \$16,000+. The correct amount for station 4 is approximately \$12,000. It is noted two extra rolls of insulation is at Station 4. Glacier Lake Sand and Gravel indicated there are some discrepancies in the billing process which have been resolved. The payment for the overhead

doors is not due at this time. Trustee Clapp indicated at the time of entering into the contract the performance bond was discussed. Cole confirmed the district has a performance bond in place for the project and will provide a copy. The door openers are installed; the windows for the doors should arrive Thursday. The electrician has one day to complete the installation. The concrete aprons will be installed in the spring. Chief Gieser commented the goal is to get the station in service for ISO rating; which will provide a reduction in residential insurance premiums. Chain drive from main door shaft east side south door is a snitch close to the overhead rail rack, therefore a minor adjustment is needed. Trustee Clapp confirmed Cole will provide a release of lien for insulation, Glacier Lake Sand & Gravel statement will be reviewed, and a copy of the performance bond will be forwarded. Trustee Roberts requested more communication with Chair Nelson and Chief Gieser to complete the project. Chief Gieser appreciates Cole attending the meeting and the work in progress to complete the station. Blackwell Enterprises will be responsible for January port-a-let service and the service will be bill to Polson Rural Fire District for February. Chief Gieser and the board commented the building is awesome inside and out. The insulation package will reduce heating cost. Mission Valley Security has per-wired for an alarm system.

## **EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)**

### **NORTHERN EMERGENCY MANAGEMENT**

**ARRANGEMENT COMPACT (NEMAC {01:04} – Tabled**

## **NEW BUSINESS:**

**RESOLUTION NO. 2020-01 CALLING FOR A TRUSTEES ELECTION {01:07} – Lake County Elections Office is requesting a resolution calling for a trustees election May, 2020. Trustee Clapp motion to adopt Resolution NO. 2020-01 calling for a trustees election. Trustee Doty second. Motion passed unanimously by voice vote.**

**PUBLIC INPUT ON NON-AGENDA ITEMS {01:08} - Alison Meslin questioned the process for an inspection of the new construction Station NO. 4. A state electrical and plumbing inspection is required. No other inspections are required for occupancy since the building is in the county.**

**ADDITIONAL STATION NO. 4 DATA {01:07} – Chief Gieser requested direction for the building sign off process. Chair Nelson suggested all board trustees participate in the process to accept the final construction. Participation by all trustees will require convening a special meeting on site. Chair Nelson commented at a minimum a majority of the board needs to participate in the process. The meeting will be noticed. Station No. 4 was added to the PayneWest insurance policy inventory. The cost of the addition is \$97.00.**

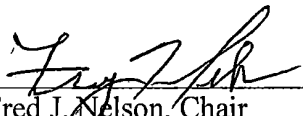
**ADJOURN {01:20} Trustee Clapp motion to adjourn. Trustee Roberts second. Motion passed unanimously by voice vote.**

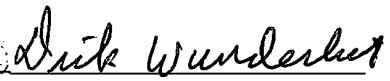
Chair Nelson thanked everyone for attending.

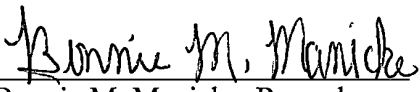
February, 2020 meeting re-scheduled February 10, 2020 Fairgrounds Station #1 6:00 p.m.

**ADJOURN 7:12 P.M.**

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Fred J. Nelson, Chair

~~(Absent)~~   
Dick Wunderlich Secretary-Treasurer

  
Bonnie M. Manicke, Recorder

AGENDA

Polson Rural Fire District Trustees Monthly Meeting

Wednesday, January 15, 2020

6:00 p.m. Regular Monthly Meeting

Station No. 1 Fairgrounds Station

25-B Regatta Rd.

Polson,, MT 59860

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Station 1 Phone 406 883 4244

\* TRUSTEES MEETING INCLUDES: COMMENT BY RAISING YOUR HAND

REVIEW MINUTES DECEMBER 18, 2019

BONNIE

COMMUNICATIONS

BONNIE

REVIEW & APPROVE CLAIMS

CHIEF GIESER & BONNIE

TREASURER'S REPORT

BONNIE

CHIEF'S REPORT

CHIEF GIESER

MEMBERSHIP REPORT

CHAIR JEFF VEACH

• OLD BUSINESS

COMMENT BY RAISING YOUR HAND

UPDATE STATION NO. 4 36300 CAFFREY ROAD

CHAIR NELSON

CHIEF GIESER

UPDATE EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

NORTHERN EMERGENCY MANAGEMENT

ARRANGEMENT COMPACT (NEMAC CHIEF GIESER

• NEW BUSINESS

COMMENT BY RAISING YOUR HAND

RESOLUTION NO. 2020-01 CALLING FOR A TRUSTEES ELECTION

BONNIE

• PUBLIC INPUT ON NON AGENDA ITEMS

ADJOURN

ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO  
ATTEND AND PROVIDE HELPFUL COMMENTS.

ALL ITEMS TO BE ON THE AGENDA MUST BE SUBMITTED 10 DAYS IN ADVANCE.

# 576790

Polson Rural Fire Board Fund #7245  
December, 2019 Interim claims approved 01/09/2020

Num	Description	Memo	Category	Amount
7346	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone {Landline} - Fairgrounds Stn.	-63.83
7347	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-61.34
7348	First Bank Card	12/19/19 CDA metals Msla U#326 repairs	211 Vehicle Repair & Maint Supplies	-37.17
7349 S	Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-141.25
		Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-10.05
		Location #2400744000	315 Electricity - Fairgrounds Station	-498.08
		Location #1401370000 INITIAL connect fee	322 Electricity - Stn 4 36300 CaffreyRd	-10
		Location #1401370000 KWH 1st billing	322 Electricity - Stn 4 36300 CaffreyRd	-15.06
7350	Republic Services	Acct #3-0889-0014329 Inv #0889-002525256	319 Disposal Service - Fairgrounds Stn.	-63.13
7351 S	WEX Bank	Truck #314	210 Gas, Diesel,Oil	0
		Truck #301	210 Gas, Diesel,Oil	-149.48
		Truck #318	210 Gas, Diesel,Oil	-29.63
		Truck #328	210 Gas, Diesel,Oil	-46.54
		Truck #326	210 Gas, Diesel,Oil	-39.57
		Truck #319	210 Gas, Diesel,Oil	0
		Truck #300	210 Gas, Diesel,Oil	-283.67
		Truck #316	210 Gas, Diesel,Oil	-20.05
		Truck #333	210 Gas, Diesel,Oil	0
		Truck #308	210 Gas, Diesel,Oil	-10.56
		Truck #313	210 Gas, Diesel,Oil	-24.24
		Truck #310	210 Gas, Diesel,Oil	-97.72
December, 2019 Interim Claims Total				-1601.37

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POLSON RURAL FIRE BOARD FUND #7245  
December, 2019 claims Approved 1/15/20 RFB

Num	Description	Memo	Category	Amount
7352	S Davis & Brown CPAs PC	Inv#5198 12/02/19 calculate electronic payroll tax deposit	345 Payroll Accounting Fire Chief Salary	-8.19
		Inv#5198 12/04/19 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-22.05
		Inv#5198 12/18/19 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-28.35
7353	Lorinda Freeman	Inv #2 Dec 2019 Fairgrounds Station weekly cleaning	321 Cleaning Services - Fairgrounds Stn.	-125.00
7354	L.N. Curtis & Sons	Customer#C30878 Inv#350967 4-jumbo lok w/yellow strap	201 Operating Supplies	-260.09
7355	S Mission Valley Security, Inc.	Invoice #19700 3 times @ \$17.50	305 Security - Big Arm Station	-52.50
		Invoice #19700 3 times @ \$17.50	318 Security - Fairgrounds Station	-52.50
		Invoice #19700 3 times @ \$10.95 Cellular Communication	305 Security - Big Arm Station	-32.85
7356	S Mission Valley Security, Inc.	Invoice #19547 1-cyl rubber strap bracket	203 Chemicals, Foam	-32.72
		Invoice #19547 1-recharge fire extinguisher	203 Chemicals, Foam	48.60
		Invoice #19547 1-fire extinguisher anl insp	203 Chemicals, Foam	-7.00
		Invoice #19547 1-recharge fire extinguisher	203 Chemicals, Foam	-8.00
		Invoice #19547 1.5 fire extinguisher powder	203 Chemicals, Foam	-4.98
		Invoice #19547 1-valve stem for Amerex Exting.	203 Chemicals, Foam	-4.50
		Invoice #19561 1-recharge fire extinguisher	203 Chemicals, Foam	-8.00
		Invoice #19561 2.5 fire extinguisher powder	203 Chemicals, Foam	-8.30
		Invoice #19561 1-valve stem cleaning	203 Chemicals, Foam	-1.50
7357	S Montana Ace Polson	Inv225324619 cleaning supplies	201 Operating Supplies	-23.97
		Inv#231272672 cleaning supplies	201 Operating Supplies	-6.99
7358	Platt	Cust #320880 30-florescent bulbs	320 Repairs & Maint. Fairgrounds Stn	-147.90
7359	S Polson Auto Parts, Inc.	Inv#565803 2-spark plugs E-328	211 Vehicle Repair & Maint Supplies	-6.84
		Inv#566042 2-beam blades E-328	211 Vehicle Repair & Maint Supplies	-16.58
		Inv#566042 1-oil filter E-328	211 Vehicle Repair & Maint Supplies	-49.80
		Inv#566751 1-fitting WT-326	211 Vehicle Repair & Maint Supplies	-5.81
		Inv#567540 1-bat gra WT326	211 Vehicle Repair & Maint Supplies	-6.77
		Inv#568149 6-washers WT-326	211 Vehicle Repair & Maint Supplies	-1.62
		Inv#568149 12-15W40 WT-326	211 Vehicle Repair & Maint Supplies	-171.48
		Inv#568446 1-air filter WT-326	211 Vehicle Repair & Maint Supplies	-41.72
7360	S Stine Electronics, LLC	3- mobile speakers \$65/ea shipping	206 Radios & Pagers, Repair	-195.00
			206 Radios & Pagers, Repair	-15.00
Num	Description	Memo	Category	Amount
7361	S Stock Manufacturing Corp	Telescoping chute WT-326 shipping	211 Vehicle Repair & Maint Supplies	-1012.00
			211 Vehicle Repair & Maint Supplies	-42.77
7362	Valley Business Systems	Acct #J36727 131A black toner purchase 1/15/20	220 Office Supplies	-73.00
7363	UPS Store	Inv#19907 1- metered mail	220 Office Supplies	-6.40
7364	Kyle Yankey	Reimburse EMT fees	332 Training	-75.00
Claims Total				2603.78